

Occupations & Professions

Online Renewal Registration and Log In

User Manual

Instructions



- To register with the Occupations & Professions to view and renew licenses, the licensee will need to click on 'Online Renewal System' from the Occupations & Professions home page, or the home page of any of the Boards within Occupations & Professions.

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- This will take the user to the One Stop Login screen. The user (if new) will need to click on the 'Click here to register' link.

The screenshot shows the 'One Stop' login page on the Kentucky.gov website. At the top, there's a 'Sign In' button and a 'Click here to register' link. Below the 'One Stop' logo, there are input fields for 'Email' (pre-filled with 'someone@example.com') and 'Password'. A 'Forgot Password?' link is next to the password field. A blue 'Sign in' button is at the bottom of the login section. Below the login section, there's a 'WARNING' box with text about unauthorized access. At the bottom, there's a navigation bar with various government department logos including the Department of State, Cabinet for Economic Development, Education and Workforce Development, Energy and Environment, Finance and Administration, Cabinet for Health & Family Services, Public Protection, and the Kentucky State Police.

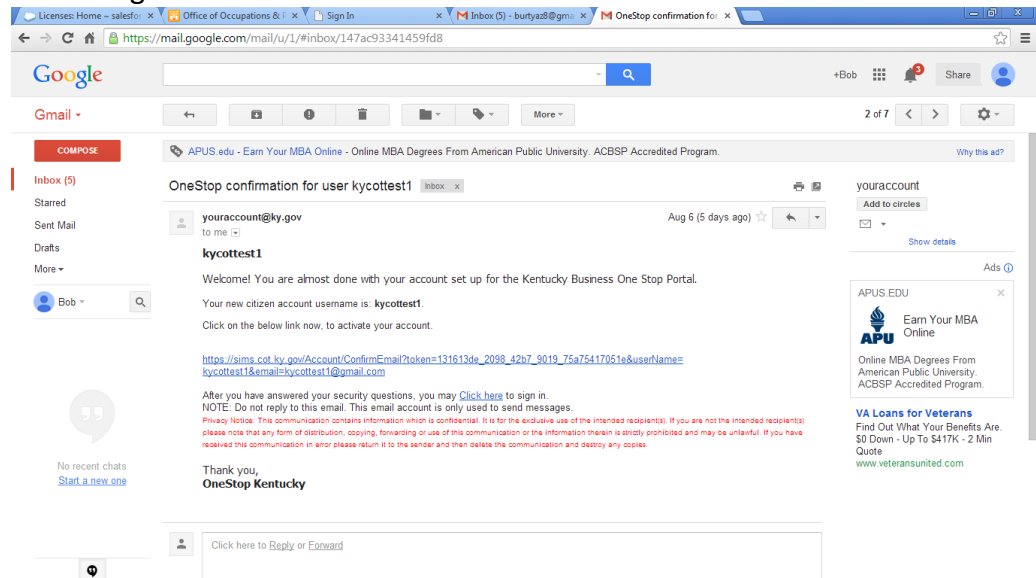
- This will take the user to the One Stop Create Account screen. On this screen, the user will need to enter the information requested, then click on 'Create Account.'

The screenshot shows the 'Create Account' page on the Kentucky.gov website. The page has a blue header with 'Create Account' and a 'Welcome' message. The main content area is divided into two columns. The left column contains a 'Create Account' form with fields for 'User Name', 'Display Name', 'First Name', 'Last Name', 'Password', 'Confirm Password', 'Email', and 'Confirm Email'. Below these fields is a link for 'Optional profile information'. At the bottom of the form are 'Clear Form' and 'Create Account' buttons. The right column contains a 'Welcome' message, 'Helpful Tips' about password requirements (8-15 characters, at least one number, one letter, one special character, and one capital letter), and a 'Legal Disclaimer' about unauthorized access.

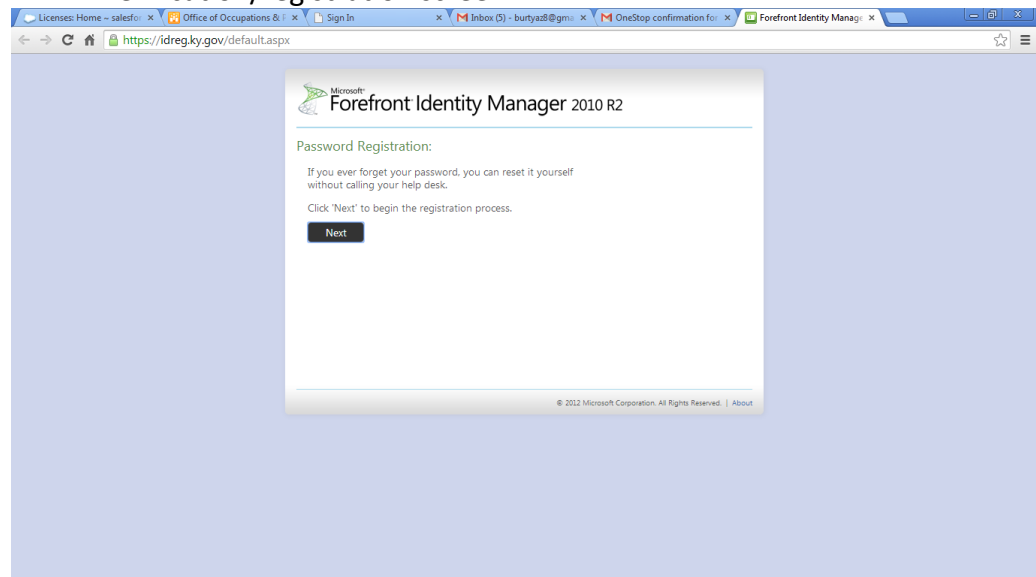
- Once the user clicks on the 'Create Account' button, they will be sent back to the One Stop log in screen. However, the user cannot log in yet, as they still need to confirm their request.

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- The user will need to check the email account that they entered on the 'Create Account' screen for an email from youraccount@ky.gov. The email will look something like this:

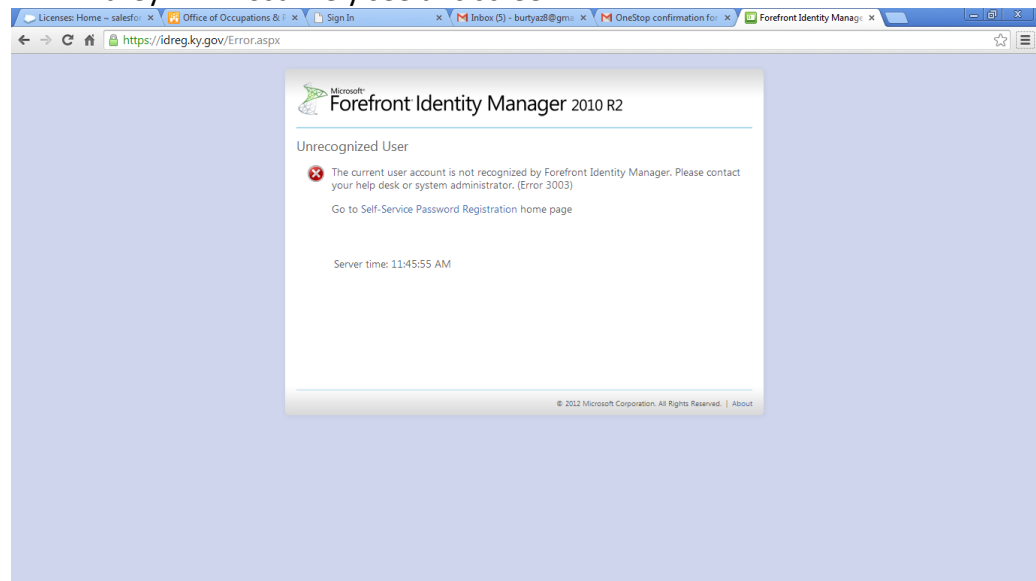


- In order to activate their account, the user should click on the link provided in the email. This will take the user to an account verification/registration screen.



- The user should click on the 'Next' button and proceed to answer the questions presented. These questions are for verification purposes if the user requests to have their password reset or forgets their password.

- If the user doesn't receive the screen with the verification questions, they will most likely see this screen:



- This screen is not telling the user that their account is inactive. The user can still log in to the One Stop portal. The user will need to go back to the Occupations & Professions home page, and click on the 'Online Renewals' link again under the Online Services tab.
- Once back at the One Stop log in screen, they should use the email and password that they entered on the Create Account screen.

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- Please be aware that One Stop will auto generate “@cit.ky.gov” at the end of the user’s username. This is not an error and is necessary for the user to successfully log in to One Stop and the Occupations & Professions online renewal system.

The screenshot displays the login interface of the Kentucky One Stop Business Portal. The browser's address bar shows the URL: <https://fsdit.ky.gov/adfs/ls/?wa=wsignin1.0&wtrealm=https%3a%2f%2fsims.cot.ky.gov%2f&wctx=ru%3dhttps%253a%252f%252fsims.cot.ky.gov%2f/&brand=https%3a%2f%2fwww.ky.gov>. The page features the Kentucky One Stop logo and a navigation bar with various government department icons. The login form includes a username field containing 'kycottest1@cit.ky.gov', a password field, and a 'Sign in' button. A 'Forgot Password?' link is also present. A warning message is displayed below the login form, stating that the website is the property of the Commonwealth of Kentucky and that unauthorized access is prohibited. The footer of the page contains a row of icons representing different state agencies.

Kentucky.gov

Kentucky One Stop BUSINESS PORTAL

Do you want Google Chrome to save your password? Save password Never for this site

kycottest1

Password

Forgot Password?

Sign in

Don't have an account? Click here to register.

WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Kentucky.gov

Kentucky One Stop BUSINESS PORTAL

Do you want Google Chrome to save your password? Save password Never for this site

kycottest1@cit.ky.gov

Password

Forgot Password?

Sign in

Don't have an account? Click here to register.

WARNING

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- Once the user has logged into the One Stop system, they will be directed to the Occupations & Professions registration

Office of Occupations & Professions
User Registration

User Name: kycotest1
Please enter User Name created in Kentucky One Stop

Board: Board of Certification of Alcohol and Drug Counselors

License Type: Alcohol and Drug Counselor

License Number: 9999

SSN: 543210987

First Name: Don

Last Name: Duck

Email: kycotest1@gmail.com
Please enter Email created in Kentucky One Stop

Phone:

Submit

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- On the Occupations & Professions registration page, the user will need to enter the information requested (Hint: any field with a red bar next to it is a required field.)
- The user should select an appropriate board with which they are licensed or certified, and the appropriate license type that they hold with that board.
- The user should also use the same user name and email address that they used when registering with One Stop.
- After they have entered the correct information, they should click on 'Submit' to send their information to Occupations & Professions.
- If the information they entered is correct, the user will be taken to their Occupations & Professions home page.
- If the information they entered is incorrect, or doesn't match what is on record for them with the Office of Occupations & Professions, they will be instructed to correct the information or call the Office of Occupations & Professions to verify their information.

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Once at the Occupations & Professions home page for their account, the user should click on the 'User Profile' link at the top of the page to see their details.

The screenshot shows the 'Licensee Profile Details' page. At the top, there is an 'Edit' button. The page is divided into four sections: Personal Information, Address Information, Contact Information, and License Information.

Personal Information:

Suffix		Middle Name	
First Name	Don	Maiden Name	
Last Name	Duck	User ID	kyonptest1@gmail.com
Date of Birth			

Address Information:

Mailing Street	ANIMAL CONTROL AGENCY	Other Street	
Mailing City	FRANKFORT	Other City	
Mailing State/Province	Kentucky	Other State/Province	
Country	United States	Other Country	United States
Mailing Zip/Postal Code	40601	Other Zip/Postal Code	

Contact Information:

Mobile		Phone	
Other Phone		Email	kyonptest1@gmail.com

License Information:

License Number	License Type	Board Name	Status	Issue Date	Expire Date	Business License
9999	Animal Control Agency	Board of Veterinary Examiners	Active	7/5/2012	9/30/2014	<input type="checkbox"/>

At the bottom, there is a footer with 'Privacy | Disclaimer | Individuals with Disabilities' and 'Copyright © 2004 Commonwealth of Kentucky. All rights reserved.'

- In order to edit their address or contact information, the user will need to click on the 'Edit' button at the top of the screen. This will give the user a screen where they can edit the information, then 'Save' what they have.

The screenshot shows the 'Edit Profile Details' page. At the top, there are 'Save' and 'Cancel' buttons. The page is divided into four sections: Personal Information, Address Information, Contact Information, and License Information.

Personal Information:

Suffix		Middle Name	
First Name	Don	Maiden Name	
Last Name	Duck	User ID	kyonptest1@gmail.com
Date of Birth			

Address Information:

Mailing Street	ANIMAL CONTROL AGENCY	Other Street	
Mailing City	FRANKFORT	Other City	
Mailing State	Kentucky	Other State	-None--
Mailing Country	United States	Other Country	United States
Mailing Zip/Postal Code	40601	Other Zip/Postal Code	

Contact Information:

Mobile		Phone	
Other Phone		Email	kyonptest1@gmail.com

At the bottom, there is a footer with 'Privacy | Disclaimer | Individuals with Disabilities' and 'Copyright © 2004 Commonwealth of Kentucky. All rights reserved.'

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- Back at the User Profile screen, the user can click on their License Number to be taken to a screen showing details regarding that license.

The screenshot shows the 'User Profile' page on the KYONP Public website. The page is divided into several sections: Personal Information, Address Information, Contact Information, and License Information. The License Information section contains a table with one row of data for License Number 9999.

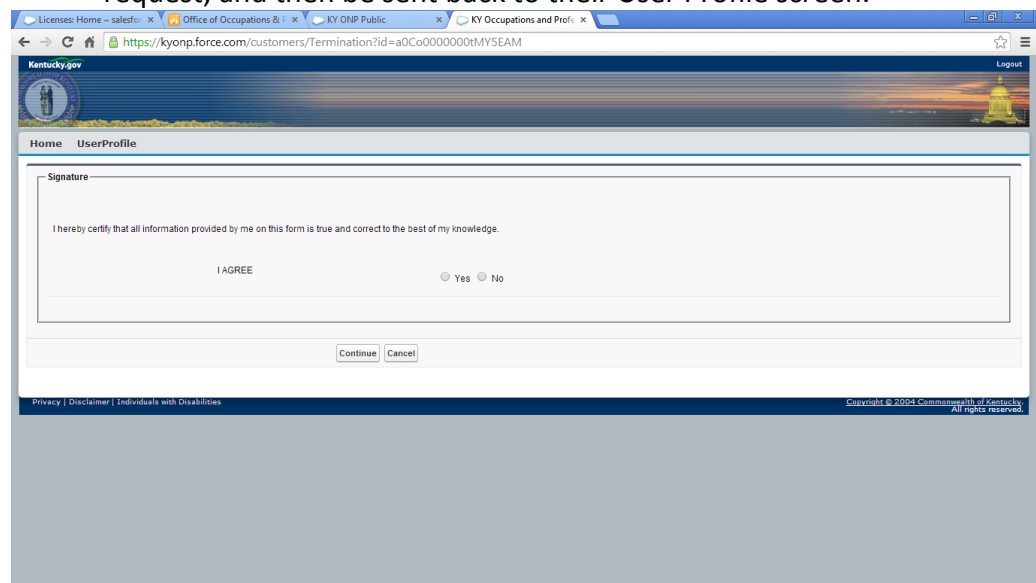
License Number	License Type	Board Name	Status	Issue Date	Expire Date	Business License
9999	Animal Control Agency	Board of Veterinary Examiners	Active	7/5/2012	9/30/2014	<input type="checkbox"/>

Below the table, there are buttons for 'Renew' and 'Terminate'.

- If the license is in the time frame specified by that Board for renewals, the user should see a 'Renew' button, and a 'Terminate' button.
- If the user selects 'Renew,' they will be taken to the online renewal for that license.

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- If they select 'Terminate,' the user will be asked to confirm their request, and then be sent back to their User Profile screen.



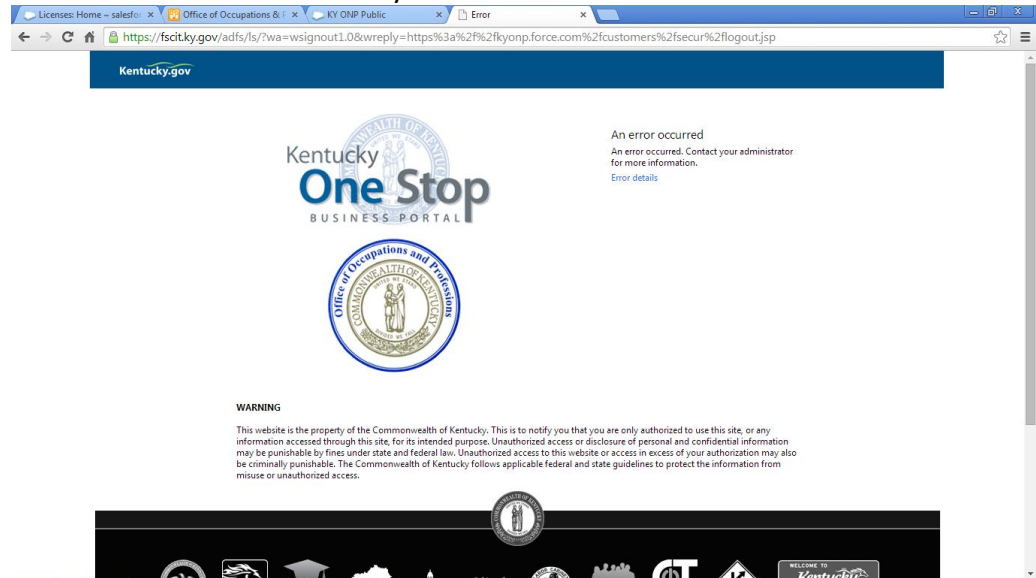
The screenshot shows a web browser window with the URL <https://kyonp.force.com/customers/Termination?id=a0Co0000000bMY5EAM>. The page is titled "Kentucky.gov" and "UserProfile". It features a "Signature" section with a text area for a signature and a statement: "I hereby certify that all information provided by me on this form is true and correct to the best of my knowledge." Below this statement is an "I AGREE" label and two radio buttons labeled "Yes" and "No". At the bottom of the form are "Continue" and "Cancel" buttons. The footer includes links for "Privacy | Disclaimer | Individuals with Disabilities" and a copyright notice: "Copyright © 2004 Commonwealth of Kentucky. All rights reserved."

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Once the user is done with their session, they should click on the 'Log Out' link at the top right corner of the page.

This will take them to a screen that tells them they are logging out of the Occupations & Professions site, and the One Stop site.

Their log out will send them to a page that shows an error message that reads "An error occurred. Contact your administrator for more information."



The user did not do anything to create this error. To get rid of the error message, the user can refresh (F5) their screen (see screen below), or go back to the Occupations & Professions home page by entering the website's url in their address bar (<http://dop.ky.gov>).

